Points to Remember to Avoid Powerpointlessness

KISS: keep it super simple, less is often more, no bells and whistles please

Powerpoint is a tool, which assists your presentation.

Keep your audience in mind

Goal: to inform or explain, ‘not entertain’

*Design and Layout*:

Number of slides, design choice (keep above in mind), consistent/same for each slide

Graphics: clear, relevant, connected, appealing, supportive of text

Text: font style, size, colour – choose appropriately, pleasing visually, readable, keep the background subtle

Often it is more effective to have the bulletin points appear one at a time, so the audience listens to the presenter rather than reading the screen

Order of slides should be smooth, make sense and organized

*Content*:

Clearly label each slide

Use bullet points written in phrases, NO sentences

No more than six to eight words per bullet point

Minimum of three bullet points, maximum of six (rough guide for you)

Relevant to your topic

Prepare notecards based on each slide – notecards should be ordered and numbered to correspond with each slide, writing should be clear and to the point – again not necessarily sentences – key thoughts to guide your speaking

*Presentation*:

Voice: clear, audible to the level where you are heard by entire audience, with expression/enthusiasm

Eye contact: be sure to make regular eye contact with your audience

Posture: confident, addressing audience not the screen

You are the presentation, PRACTICE your delivery, keep the audience focused on you, not the screen

Hold cue(note) cards comfortably